

U.S. EPA, Region 6 U.S.-Mexico Border 2012 Program 2006 Requests for Proposals

AGENCY NAME: U.S. Environmental Protection Agency, Region 6, Border 2012 Program

FUNDING OPPORTUNITY NAME: U.S.-Mexico Border 2012 Program

ANNOUNCEMENT TYPE:Initial

RFP NO: EPA-Reg6-USMB2012-2006

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NO: 66.931

Overview

The U.S. Environmental Protection Agency (EPA), Regions 6, is soliciting initial proposals (IP's) for projects in the New Mexico-Texas-Chihuahua (or 3-State) and Texas-Coahuila-Nuevo Leon-Tamaulipas (or 4-State) Regional Workgroup areas (100 kilometers either side of the U.S.-Mexico border) that address the objectives of the U.S.-Mexico Border 2012 Program. The U.S.-Mexico Border 2012 Program is a binational collaborative effort whose mission is to protect the environment and public health in the U.S.-Mexico border region consistent with the principles of sustainable development. (For more information on the Border 2012 Program please visit our Web site at: (www.epa.gov/usmexicoborder)). This is an initial solicitation. This assistance will be awarded through the following authorities:

- Clean Water Act, Section 104, as amended
- Solid Waste Disposal Act, as amended, Section 8001
- Clean Air Act, Section 103, as amended
- Toxic Substances Control Act, Section 10, as amended
- Federal Insecticide, Fungicide, and Rodenticide Act, Section 20, as amended
- Safe Drinking Water Act, Section 1442(c), as amended
- National Environmental Policy Act, Section 102(2)(F)
- Marine Protection, Research, and Sanctuaries Act of 1972, Section 203

Important Date:

November 20, 2006 Hard copy initial proposals must be postmarked by November 20, 2006. In addition, applicants submitting hard copies must also submit an electronic copy to the POC listed in section VII by EPA by 5pm. Applications submitted through grants.gov must be received by 5 p.m.

Late spring Final grant awards projected.

LATE PROPOSALS WILL NOT BE CONSIDERED.

Contents of Full Text Announcement:

- I. Funding opportunity description
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U.S. EPA, Region 6
U.S.-Mexico Border 2012 Program
2006 Requests for Proposals
RFP No: EPA-Reg6-USMB2012-2006
Full Text Announcement

I. Funding Opportunity Description

A. Background

The goal of this Request for Proposals (RFP) is to support preventing pollution and ecosystem damage, waste minimization, disposal and remediation, training, outreach, and/or education, through innovative projects that are aligned with EPA's strategic objective to sustain and restore community health and preserve the ecological systems along the U.S.-Mexico Border.

The purpose of this grant program is to provide funding for innovative projects which will further the objectives of the U.S.-Mexico Border 2012 Program. The Border 2012 goals and objectives are listed below. These goals and objectives align with EPA's strategic plan, and are negotiated binational measures which the Border 2012 Program strives to achieve by the year 2012.

With the active participation of the ten U.S.-Mexico border states and U.S. tribal governments, the U.S. Environmental Protection Agency and Mexico's Secretariat of Environment and Natural Resources, in partnership with the U.S. Department of Health and Human Services, the Mexican Secretariat of Health and other federal agencies have developed the Border 2012 program to protect the environment and the public's health in the U.S.-Mexico border region.

The ten-year Border 2012 program emphasizes a bottom-up, regional approach, anticipating that local decision-making, priority-setting, and project implementation will best address environmental issues in the border region. The program brings together a wide variety of stakeholders to produce prioritized and sustained actions that consider the environmental needs of the different border communities.

Environmental results not only assess the success of an applicant's project, they also gauge the effectiveness of EPA's programs by ensuring that EPA's limited resources are used to further the Agency's Strategic Goals. The Strategic Goal for the Border 2012 Program is:

Goal 4: Healthy Communities and Ecosystems

Objective 4.2: Communities

Sub-Objective 4.2.4: Sustain and Restore U.S.-Mexico Border Ecosystems.

The following goals and objectives are apart of the EPA Strategic Plan Goal #4, however they represent the more detailed support efforts of the Border 2012 Program.

More information about the objectives of the U.S.-Mexico Border 2012 Program can be found at our website at <http://www.epa.gov/usmexicoborder>. **Initial proposals must address at least one of the U.S.-Mexico Border 2012 objectives listed below, and must incorporate the use of Border 2012 tools.** (see <http://www.epa.gov/usmexicoborder/intro.htm#tools> for list of Border 2012 tools)

B. U.S.-Mexico Border 2012 Objectives (these objects align with EPA's Strategic Plan)

- **Goal #1: Reduce Water Contamination**

Objective #1: By 2012, promote a 25 percent increase in the number of homes connected to potable water supply and wastewater collection and treatment systems.

Objective #2: By 2012, assess significant shared and transboundary surface waters and achieve a majority of water quality standards currently being exceeded in those waters.

Objective #3: By 2006, implement a monitoring system for evaluating coastal water quality at the international border beaches. By the end of 2006, establish a 2012 objective toward meeting coastal water quality standards of both countries.

Objective #4: By 2005, promote the assessment of water system conditions in 10 percent of the existing water systems in the border cities to identify opportunities for improvement in overall water system efficiencies.

- **Goal #2: Reduce Air Pollution**

Objective #1: By 2012 or sooner, reduce air emissions as much as possible, and reduce exposure in the border region, through innovative research, studies, and demonstrations, as supported by the following interim objectives.

Interim Objective #1: By 2003, define baseline and alternative scenarios for emissions reductions along the border, and their impacts on air quality.

Interim Objective #2: By 2004, based on results from interim objective 1, define specific emission reductions strategies and air quality and exposure objectives to be achieved by 2012.

- **Goal #3: Land Contamination**

Objective #1: By 2004, identify needs and develop an action plan to improve institutional and infrastructure capacity for waste management and pollution prevention as they pertain to hazardous and solid waste and toxic substances along the U.S.-Mexico border. Starting in 2005, the plan will be implemented and concluded by 2012.

Objective #2: By 2004, evaluate the hazardous waste tracking systems in the United States and

Mexico. During the year 2006, develop and consolidate the link between both tracking systems.

Objective #3: By 2010, clean up at least three of the largest sites that contain abandoned waste tires in the U.S.-Mexico border region, based on policies and programs developed in partnership with local governments.

Objective #4: By 2004, develop a binational policy of clean-up and restoration resulting in the productive use of abandoned sites contaminated with hazardous waste or materials, along the length of the border, in accordance with the laws of each country. By 2006, apply this policy at least once in each of the four geographic regions.

- **Goal #4: Improve Environmental Health**

Objective #1-Air: By 2006, evaluate various measures of respiratory health in children that might be tracked to assess changes that may result from actions to improve air quality in border communities.

Objective #2-Water: By 2006, evaluate various measures of gastrointestinal illness that might be tracked to assess changes that may result from actions to improve water quality in border communities.

Objective #3A-Pesticides: By 2006, an assessment and pilot program will be completed that explores the feasibility of harmonizing a binational system for reporting acute pesticide poisonings. Objective #3B-Pesticides: By 2007, reduce pesticide exposure by training 36,000 farm workers on pesticide risks and safe handling, including ways to minimize exposure for families and children. Objective #4A-Capacity Building: By 2006, establish a "distance-learning", post-graduate degree program to support advanced training on environmental health in conjunction with Pan American Health Organization regional offices and academic institutions. Objective #4B-Capacity Building: By 2004, extend current efforts in binational environmental health training for 100 health care providers each for pesticides and water.

- **Goal #5: Reduce Exposure to Chemicals as a Result of Accidental Chemical Releases and/or Acts of Terrorism**

Objective #1: By 2004, a chemical emergency advisory/notification mechanism between Mexico and the United States will be clearly established.

Objective #2: By 2008, joint contingency plans for all 14 pairs of sister cities will be in place and operating (including exercise), with the establishment of binational committees for chemical emergency prevention (or similar border forums).

Objective #3: By 2012, 50 percent of sister city joint contingency plans will be supplemented with preparedness and prevention related efforts, such as risk and consequence analysis, risk reduction, and counter-terrorism.

- **Goal #6: Improve Environmental Performance Through Compliance, Enforcement, Pollution Prevention, and Promotion of Environmental Stewardship**

Objective #1: By 2006, increase by 50 percent the number of industries along the U.S.-Mexico border implementing voluntary compliance and/or self-audits (such as the development of an Environmental Management System (EMS) or participation in voluntary assessment programs), using 2003 as a baseline year.

Objective #2: By 2006, determine the pollution sources in the border area that present high risks to human health and the environment that are subject to regulation and set priorities for actions to lower the risk.

Objective #3: By 2012, increase compliance in the priority areas determined in Objective 2 by assisting and responding to citizen complaints, compliance assistance, compliance incentives, compliance monitoring, and enforcement to reduce the risks from non-compliant facilities and encourage voluntary pollution prevention.

In addition to addressing one of the six (6) goals and objectives above initial proposals must also address one or more of the priority areas listed below. (see V. Initial Proposal Review Information below).

C. Region 6 Priority Areas

REGION 6 PRIORITY AREAS NEW MEXICO-TEXAS-CHIHUAHUA-TEXAS - COAHUILA-NUEVO LEON-TAMAULIPAS

Initial Proposals under this announcement must fall under at least one of the following priority areas.

Water

- Assessment and characterization of water bodies and groundwater resources within the Rio Grande/Rio Bravo watershed, using collected data from federal, state, and local entities, including establishment of baselines and data
- Reduce pollution to water bodies from point and non-point sources including study and adoption of binational stormwater practices or agriculture Best Management Practices (BMPs) that reduce nutrients and sediments in runoff water.
- A study to address transboundary water quality issues resulting from invasive species in the Rio Grande. .

Air

Conduct innovative research, studies, and demonstrations to develop capability, or result in new procedures or new technologies, in which non-governmental entities can participate and which reduce air pollution, such as:

- Encouraging the reduction of pollution from mobile sources including vehicles, trucks or off-road engines.
- Encouraging the reduction of pollution, including air toxic and particle emissions, from industrial and commercial sources, area and non-point sources, and agricultural practices.
- Encouraging the reduction of pollution, including reducing fossil fuel combustion, through energy efficiency and/or renewable energy projects.

Conduct innovative demonstrations, research, studies, or similar educational projects to:

- Better understand the causes of, health effects, and reduction practices related to air pollution in border communities.

Hazardous and Solid Waste (Land)

- Conduct innovative field demonstrations to develop capacity for road paving, embankment and other waste tire reuse applications that have the potential of removing a minimum of 120,000 tires annually.
- Train local stakeholders and conduct innovative field demonstrations to develop capacity for the recycling of waste tires in civil engineering applications, rubber modified pavements, molded rubber products, tire-derived fuel projects and other applications through partnerships with industry, academia, trade organizations, research institutions and governmental entities in U.S.-Mexico border entities.
- Develop inventory of used oil generators and identify options for disposal in border communities.
- Train border community stakeholders in best practices for managing hospital waste through partnerships with state, national and international agencies.
- Develop and conduct Landfill Operator Solid Waste Management Classes in the border region.
- Educate border communities on how to develop recycling programs to recycle electronics
- Reduce solid waste illegal dumping by assessing the lack of service, establish a plan of pick up locations and disposal, encourage environmental stewardship through education and outreach
- Educate small generators and the public on how to develop local or regional hazardous waste collection and disposal programs, such as the program in Nuevo Laredo.

Environmental Health

- Promote technology transfer through outreach of best practices to reduce pesticide exposure, including cross training and information sharing.
- Develop binational programs for lead education that will include environmental exposure routes.
- Educate local health agencies on how to evaluate and track changes in gastrointestinal illness that may result from actions to improve water quality.

Emergency Preparedness and Response

- Conduct local binational task force community meeting on hazardous materials contingency planning.
- Perform risk analysis of hazardous chemical that may pose a threat to local communities.

Cooperative Enforcement and Compliance Assistance

- Establish baseline of industries implementing voluntary compliance and self audits.
- Identification of warehouse facilities containing hazardous materials and/or waste, particularly at ports of entry, including environmental audits for small and medium businesses.
- Use outreach to promote the adoption of Environmental Management Systems for specific inventory/business sectors.

Environmental Education/Community Based Projects

- Capacity building training and/or workshops for teachers and educators on effectively using field trips or hands-on programs for learning, and which also focus on key border environmental issues such as environmental health, water quality and/or pollution prevention.
- Design, implement and evaluate an environmental education program that addresses the work groups priority areas described therein such as water, air, waste, environmental health, emergency response and preparedness, and cooperative enforcement and compliance assistance.
- Air Quality-Indoor/Outdoor-School programs, community awareness
- Promote programs on the education and training on basic hygiene practices, such as hand washing, boiling water, etc.
- Community based projects that educate the public on pressing environmental issues addressed by Border 2012 Program.

B. Measurement of Environmental Results

Measuring Environmental Results: Outputs and Outcomes

Pursuant to EPA Order 5700.7, “*Environmental Results under EPA Assistance Agreements*,” EPA requires that all grant recipients adequately address environmental outputs and outcomes. Outputs and outcomes differ both in their nature and in how they are measured. Applicants must discuss environmental outputs and outcomes in their proposed workplan.

How and What do I Measure?

Outputs (or Activity Measures): The term “output” means an environmental activity, effort, and/or associated work products related to an environmental goal and objective, that will be produced or provided over a period of time or by a specified date. Outputs may be quantitative or qualitative but must be measurable during an assistance agreement funding period.

Examples of output measures expected to be achieved under the grants awarded through this announcement include, but are not limited to:

- New Households with access to clean drinking water,
- Water quality improvement with decreased levels of pollutants
- Adoption by homeowners of disconnecting hose downspouts to municipal storm sewer systems
- Develop and implement a monitoring system for evaluating coastal water quality,
- Tons of pollutants removed from the air each year as a result of project,
- Pounds or tons of particulate matter (PM 2.5), nitrogen oxide (NOx), organic compound (VOCs) reduced,

To quantify estimated emissions reductions for the proposals, please use the National Mobile Inventory Model (<http://www.epa.gov/otaq/nmim.htm>). For technical assistance regarding this tool, please email mobile@epa.gov •

To quantify emissions reductions for biodiesel projects, please use EPA’s biodiesel calculator (<http://www.epa.gov/otaq/retrofit/techlistbiodiesel.htm>). For technical assistance with this tool, please contact John Brock at brock.john@epa.gov or 415-972-3999.

If you are unable to use either of the above mentioned calculators, please describe your methodology in detail. The Carl Moyer Program Guidelines (<http://www.arb.ca.gov/msprog/moyer/guidelines/revisions05.htm>) Appendix B and Appendix C provide potential emissions factors and calculation methodology, respectively. For general questions about these tools, please contact Barry Feldman at feldman.barry@epa.gov or 214-665-7439.

- Number of waste tires removed,
- Municipal and solid waste reduced from along the U.S.-Mexico Border

- Identification of methods to reduce respiratory health in children
- Number of households which indoor respiratory health triggers have been identified,
- Number of households which indoor respiratory health triggers were identified, removed or reduced,
- Identification of methods to reduce gastrointestinal illness
- Number of households which gastrointestinal illness triggers have been identified,
- Number of households which gastrointestinal illness health triggers were identified, removed or reduced,
- Adoption of homeowners of an integrated, systems approach with an increase in the practices installed to filter excess fertilizer and non-agricultural pesticide runoff,
- Adoption by farmers of an integrated, ecologically-based, systems approach with and increase in the installation of stream buffers to filter pesticides runoff,
- Implement a U.S.-Mexico Industry pilot effort for voluntary compliance and/or self-audits,
- Develop an environmental education pilot program targeted toward under-represented and under-served communities along the U.S.-Mexico Border
- Develop and implement a comprehensive public awareness campaign to promote stewardship messages associated with Regional Priority areas and community emergency preparedness,

Outcomes (or Outcome Measures): The term “outcome” means the result, effect or consequence that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective. Outcomes may be environmental, behavioral, health-related or programmatic in nature, but must be quantitative. They may not necessarily be achievable within an assistance agreement funding period.

Examples of outcome measures expected to be achieved under the grants awarded through this announcement include, but are not limited to:

- Improve water quality to achieve healthy coastal water, and beaches,
- Chemical, physical and biological improvements in water quality in the water shed as a result of better water quality and reduced runoff,
- Improve air quality to achieve healthier breathing,
- Documented emission reductions from diesel emissions,
- Increased understanding of the environmental or economic effectiveness of the demonstrated technology,
- Reduced particulate matter pollution,
- Improved ambient air quality, and health benefits achieved (i.e., numbers of illnesses, health care costs, or missed work/school days avoided, etc...)
- Dissemination of the increased knowledge via list serves, websites, journals, and outreach events; and fine-tuned and improved use of the demonstrated technology
- Widespread adoption of the demonstrated technology along the border
- Documented emissions reductions from these and other sources of diesel emission
- Acceptance of new technology by users and manufacturers,

- Reductions in the number of children with asthma
- Documented improved ambient air quality.
- Increase in invertebrate/fish populations as a result of better water quality and habitat in urban streams,
- Decreased use of pesticides,
- An established network of a wide variety of stakeholders who are protecting source water. The network will facilitate information exchange, and enhance source water protection. This will ultimately result in improved water quality and public health protection.
- Increased knowledge of strategies to integrate many existing tools of clean water, drinking water and land use management programs.
- Number of workshops, training, and courses conducted,
- Number of fact sheets developed or distributed,
- Increase awareness/stewardship among U.S.-Mexico border residents to establish the link between the health along the border and quality of life of its residents.
- Increase in number of industries adopting/implementing EMS

Project outputs and outcomes should be consistent with the U.S. EPA's strategic plan (www.epa.gov/ocfopage/plan/plan.htm). The expected outcomes supported by this Assistance Agreement will be the strengthened ability to assess and compare risks to ecosystems along the U.S.-Mexico border, to protect and restore them, and to track progress in terms of ecological outcomes. Expected Outputs delivered by this assistance agreement are to be consistent with EPA's long term goals for Ecosystems Protection.

More specific outputs and outcomes will depend on the project.

C. Grant Authorities

EPA will be awarding grants in this solicitation using the following statutory authorities:

- Clean Water Act, Section 104(b)(3): conduct and promote research investigations, experiments, training, demonstrations, surveys, and studies relating to the causes, effects, extent, prevention, reduction, and elimination of water pollution.
- Solid Waste Disposal Act, Section 8001(a): conduct and promote the coordination of research, investigations, experiments, training, demonstrations, surveys, public education programs and studies relating to solid waste.
- Clean Air Act, Section 103(b)(3): conduct and promote the coordination and acceleration of research, investigations, experiments, demonstrations, surveys, and studies relating to the causes, effects (including health and welfare effects), extent, prevention, and control of air pollution.
- Toxic Substances Control Act, Section 10 (as amended): research, development, monitoring, public education, training, demonstrations and studies related to toxic substances control
- Federal Insecticide, Fungicide, and Rodenticide Act, Section 20 (as amended): research, development, monitoring, public education, training, demonstrations and studies related to pesticide control

- Safe Drinking Water Act, Section 1442(c): develop, expand, or carry out a program (that may combine training, education, and employment) for occupations relating to the public health aspects of providing safe drinking water.
- National Environmental Policy Act, Section 102(2)(F): where consistent with the foreign policy of the United States, lend appropriate support to initiatives, resolutions, and programs designed to maximize international cooperation in anticipating and preventing a decline in the quality of mankind's world environment;
- Marine Protection, Research, and Sanctuaries Act of 1972, Section 203: conduct research, investigations, experiments, training, demonstrations, surveys and studies for determining the means or ending of the dumping in ocean waters and develop alternative disposal methods

II. AWARD INFORMATION

A. Amount of Funding Available

EPA Region 6 intends to award an estimated \$1.4M to eligible applicants through grants ranging in size up to \$100,000 depending on the availability of funds. From the initial proposals received, EPA estimates that approximately 15-18 initial proposals may be selected to submit full applications. Funding for these projects is not guaranteed and is subject to the availability of funds and the evaluation of proposals based on the criteria in this announcement.

EPA reserves the right to make additional awards under this announcement (after the original award selections are made) if additional funding becomes available. Any additional selections for awards will be made no later than four (4) months from the date of the original selection decisions. The additional selections must be made in accordance with the terms of this announcement and EPA policy.

EPA reserves the right to reject all proposals and make no awards under this announcement.

B. Funding Type

Project Grants

C. Partial Funding

EPA reserves the right to partially fund proposals/applications by funding discrete activities, portions, or phases of proposed projects. If EPA decides to partially fund a proposal/application, it will do so in a manner that does not prejudice any applicants or affect the basis upon which the proposal/application, or portion thereof, was evaluated and selected for award, and that maintains the integrity of the competition and selection process. Award of funding through this year's competition is not a guarantee of future funding.

III. Eligibility Information

A. Eligible Applicants

- State and local governments, territories, foreign governments
- international organizations, Indian Tribes
- possessions of the U.S. including the District of Columbia
- hospital, laboratories
- public and private colleges and universities
- other public or private nonprofit institutions

These entities are strongly encouraged to partner with relevant Mexican border organizations, also preferably located in the Mexican border region.

Organizations may submit multiple proposals. Applicants must demonstrate that a proposed project can commence within a 3-6 months of award.

Please note that Basic Scientific Research is ineligible for funding, as well as other ineligible costs outlined in 40 CFR Parts 30 and 31.

Recipients can be reimbursed for pre-award costs provided that the costs are included in the application and the costs meet the definition of pre-award costs. **Recipients incur pre-award costs at their own risk.**

Ineligible costs are outlined in 40 CFR Parts 30 & 31, and in OMB Circulars A–21 (Educational Institutions), A–87 (Governments), and A–122 (Non–profit Organizations)

B. Threshold Eligibility Criteria - Applicants will be notified within 15 calendar days if they do not meet the eligibility criteria.

- Activities must consist of research, development, monitoring, public education, training, demonstrations and studies related to pollution , toxic substances control, or pesticide control
- All projects must be for project work located in the United States border region (100km north and south of the U.S.-Mexico border).
- Initial proposals must be from an eligible organization.
- Proposals must be prepared in accordance with Part IV, Section B.
- Initial proposals must be submitted by the due date and time.
- Projects must be able to start within 3-6 months of award.
- Proposals must address one of the goals listed in Part I, Section B.
- Proposals must address one or more of the priority areas listed in Part I, Section C.
- Applicants must articulate their project goals, objectives, activities, and expected results.

C. Collaborative Partner

You will be evaluated on your ability to clearly articulate (1) each partner's role for this project; and (2) the strategies for cooperation and communication with stakeholders. Reviewers will consider how thoroughly and clearly you address each item.

D. Matching Funds

There is no statutory or regulatory match requirement under the Border 2012 Grant Program. However, please note that Part V. includes and evaluative criterion for leveraging.

EPA grant funds may only be used for the purposes set forth in the assistance agreement, and must be consistent with the statutory authority for the award.

All grants are subject to Federal audit.

IV. Application Submission Information. Applicants are advised to carefully read through these instructions.

A. How to Submit Your Proposal:

Applicants have the option to submit a proposal either by hardcopy or electronically, you must choose only **ONE** method. If you wish to apply with a mail/delivery hard copy submission, please follow the instructions under **“Hard Copy Submission.”** If you wish to apply electronically via Grants.gov, please follow the appropriate instructions under **“Grants.gov Submission.”** EPA encourages applicants to submit their proposal/application materials electronically through <http://www.grants.gov>.

B. Initial Proposal

Initial proposals must be limited to four (4) pages. Full application packages will **not** be considered. In your proposal, please make sure that you address each criterion. It is recommended that confidential information not be included in the initial proposal.

The following format must be used for all Initial Proposals; In addition, proposals submitted through grants.gov must also submit the SF-424.

1. Applicant's name, primary contacts, address, phone and fax numbers, and e-mail (if available).
2. Project Title
3. Describe how the proposed project addressed the threshold requirements identified in Section III, Part B.
4. Describe lead organization and other participants/partners expertise in performing the project(s).
5. Briefly describe key personnel who will work on the project(s) and their qualifications and accountability.
6. Summary of the project.
5. Project goals and objectives and briefly describe how they are consistent with EPA's strategic plan:

- What will you achieve?
 - What environmental or human health issue will be addressed, and how will these be assessed?
 - What will the project impact be?
 - Who will the project benefit?
6. **Project Results**
 - What will be the project results?
 - How will the results be measured?
 7. **Description of tasks to implement project.**
 8. **Project time-line (provide an overall schedule, lasting no more than 18 months).**
 9. **Briefly describe, by budget category, what the requested EPA funds will be used for (e.g. travel, outreach materials, equipment, supplies, etc. and how they will be used. Including, cost share, and any other sources of funding.**
 10. **Applicants must include the responses to the evaluation criteria in Section V.**

Performance Measures, Expected Outputs and Outcomes, Evaluation Plan: Please describe in detail your plan for evaluating the success of the program in terms of **measurable environmental results**. How will you track the selected measures? The workplan should include **performance measures** that demonstrate the progress or environmental benefits of the project. Any project surveys are required to provide measurable outputs and outcomes. Include specific milestones and how you will measure improvements to human health, the ecosystem, or quality of life. Evaluation should occur during as well as after the project activities are conducted to make sure appropriate adjustments can be made along the way, if necessary. For example, if you are conducting air monitoring activities, provide the number samples that you plan to collect each quarter. **Applicants must provide their approach for tracking and measuring their progress in achieving the expected project outputs and outcomes.**

Environmental Results Past Performance: Submit a list of federally funded assistance agreements that your organization performed within the last three years (no more than 5, and preferably EPA agreements), and describe how you documented and/or reported on whether you were making progress towards achieving the expected results (e.g., outputs and outcomes) under those agreements. If you were not making progress, please indicate whether, and how, you documented why not. In evaluating applicants under this factor in Section V, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current and prior Federal agency grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available environmental results past performance information, please indicate this in the proposal and you will receive a neutral score for this factor under Section V.

Programmatic Capability: Submit a list of federally funded assistance agreements similar in size, scope and relevance to the proposed project that your organization performed within the last three years (no more than 5, and preferably EPA agreements) and describe (i) whether, and how, you were able to successfully complete and manage those agreements and (ii) your history of meeting the reporting requirements under those agreements including submitting acceptable final technical reports. In evaluating applicants under these factors in Section V, EPA will consider the information provided by the applicant and may also consider relevant

information from other sources, including information from EPA files and from current and prior Federal agency grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available past performance or reporting information, please indicate this in the proposal and you will receive a neutral score for these factors under Section V.

In addition, provide information on your organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and your staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.

C. Hard Copy Submissions by Regular Mail, Overnight Delivery or Courier. Applicants **must** send proposals to the appropriate regional address listed below. EPA strongly recommends that applicants use overnight delivery service or courier service, as regular mail may be subject to unforeseeable delays. Proposals postmarked after the submission date, will not be evaluated for funding.

ONLY initial hard copy proposals which have been received by **e-mail AND** followed up by **mailing paper copies**, along with those electronic proposals submitted through **Grants.gov** will be considered.

Please send three copies of the Initial Hard Copy Proposals to:

**Terrie Wright
U.S.-Mexico Border Coordinator Assistant (6PD-O)
U.S. Environmental Protection Agency
1445 Ross Ave., Suite 1200
Dallas, TX 75202**

In addition to the hard copy submission requirements above, applicants must also submit an electronic copy to the email address below:

- The title of the initial hard copy proposal email should read **“2006 U.S.-Mexico Border 2012 Initial Proposal”**, and sent to: wright.terrie@epa.gov E-mailed Initial Hard copy Proposals also must be received by November 20, 2006 at 5:00 P.M.

Initial Hard Copy *MUST BE* postmarked by November 20, 2006.

D. Grants.gov Instructions.

- Electronic Proposals submitted through Grants.gov **MUST BE** received by November 20, 2006 at 5:00 P.M.

Submitting Proposals through <http://www.grants.gov>. The electronic submission of your proposal package must be made by an official representative of your institution who is registered with <http://www.grants.gov> and is authorized to sign applications for Federal assistance. For more information, go to <http://www.grants.gov> and click on "Get Started," and then click on "For AORs"(Authorized Organization Representative) on the left side of the

page. *Note that the registration process may take a week or longer to complete.* If your organization is not currently registered with <http://www.grants.gov>, please encourage your office to designate an AOR and ask that individual to begin the registration process as soon as possible.

To begin the application process for this grant program, go to <http://www.grants.gov> and click on the “Apply for Grants” tab at the top of the page. Then click on “Apply Step 1: Download a Grant Application Package and Application Instructions” to download the PureEdge viewer and obtain the application package and instructions for applying under this announcement using [grants.gov \(https://apply.grants.gov/forms_apps_idx.html\)](https://apply.grants.gov/forms_apps_idx.html). You may retrieve the application package and instructions by entering the Funding Opportunity Number, EPA-Reg6-USMB2012-2006, or the CFDA number (66.931), in the space provided. Then complete and submit the application package as indicated. You may also be able to access the application package by clicking on the button “How To Apply” at the top right of the synopsis page for this announcement on <http://www.grants.gov> (to find the synopsis page go to <http://www.grants.gov> and click on the “Find Grant Opportunities” button on the top of the page and then to go EPA opportunities).

Application/proposal materials submitted through grants.gov will be time/date stamped electronically.

Please be sure to view the additional instructions for applying electronically under this announcement through use of grants.gov that are available for download on Grants.gov web site and included as Attachment 1.

If you have any technical difficulties while applying electronically, please refer to <http://www.grants.gov/CustomerSupport>.

E. Submitting Applications. Full application packages should not be submitted at this time. Applicants who submit proposals that merit further consideration from funding based on the evaluation criteria, provided in Part V, Section A will be contacted by the Border 2012 Program Office and ask to submit an application package.

F. Other Submission Information

DUNS: All applicants applying for funding, including renewal funding, must have a Dun and Bradstreet Universal Data Numbering System (DUNS) number. Applicants who do not already have a DUNS number may find instruction for obtaining one at the following website: <http://www.Grants.Gov/GetStarted>. A DUNS number may also be obtained by calling 1866-705-5711.

Intergovernmental Review: This program may be eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review. <http://www.whitehouse.gov/omb/grants/spoc.html>

Confidential Business Information: In accordance with 40 CFR 2.203, applicants may claim all or a portion of their application/proposal as confidential business information. EPA will evaluate confidentiality claims in accordance with 40 CFR Part 2. Applicants must clearly mark applications/proposals or portions of applications/proposals they claim as confidential. If no claim of confidentiality is made, EPA is not required to make the inquiry to the applicant otherwise required by 40 CFR 2.204(c) (2) prior to disclosure. Note that under Public Law No. 105-277, data produced under an award is subject to the Freedom of Information Act.

Pre-proposal/Application Communications and Assistance: In accordance with EPA's Competition Policy of January 11, 2005 (EPA Order 5700.5A1), EPA staff will not meet with individual applicants to discuss draft proposals, provide informal comments on draft proposals, or provide advice to applicants on how to respond to ranking criteria. Applicants are responsible for the contents of their applications.

V. Initial Proposal Review Information

A. Selection Criteria

EPA Region 6 will award U.S.-Mexico Border grants on a competitive basis. Proposals will be evaluated for threshold criteria. **Only applications that meet ALL of the threshold criteria will be evaluated against the evaluation criteria in section V.** Each proposal will be rated under a points system, with a total of 200 points possible.

Proposal Evaluation Criteria		Maximum Points per Criterion 200
I. Project Goal and Objectives (Part I, Section B)		Total Points 60
1.	The extent to which the proposed project goal and objectives align with EPA's Strategic Plan.	10
2.	The extent to which the proposed project goal and objectives demonstrate the ability to achieve substantial measurable environmental outcomes.	10
3.	The extent to which the proposed project shows innovative approaches to achieving project goals, objectives and measurable environmental outcomes.	10
4.	The extent to which the proposed project specifies realistic goals and objectives that deal with the environmental problems or issues identified. (Part I, Section B/C)	10
5.	The extent to which the proposed project contribute to achieving one or more of the objectives listed under the Border 2012 objectives (Section I, Part B)	10
6.	The extent to which the proposed project addresses priority areas listed under Section I, Part C.	10

II. Narrative Workplan: Activities; Methods, Materials, and Timeline:		Total Points 40
1.	The extent to which the narrative workplan sufficiently describes the activities, methods, materials, and timeline that will be used to achieve each goal, objective and measurable environmental outcome.	10
2.	The extent to which the narrative workplan describes practicality and feasibility of project's proposed activities, methods, materials, timeline for achieving the project goals, objectives and outcomes.	10
3.	The extent to which the narrative workplan describes activities, methods, and materials that are appropriate for the designated target area(s)	10
4.	The extent to which the narrative workplan demonstrates the development and utilization of collaborations/partnerships to achieve the project's goals, objectives, and measurable environmental outcomes.	10
III. Organizational Past Performance and Programmatic Capability		Total Points 20
1.	Past Performance: Extent and quality to which the applicant adequately documented and/or reported on its progress towards achieving the expected results under EPA and other Federal agency assistance agreements performed within the last three years, and if such progress was not being made whether the applicant adequately documented/and or reported why not. In evaluating applicants under this factor, EPA will consider the information provided by the applicant and may also consider other relevant information from other sources, including information from EPA files and from current and prior Federal agency grantors (e.g., to verify and/or supplement the information provided by the applicant). Applicants with no relevant information for this factor will receive a neutral score for it.	10

2.	<p>Programmatic Capability: Under this factor, the Agency will evaluate the applicants technical ability to successfully carry out the proposed project taking into account the following factors: (i) past performance in successfully completing federally funded projects similar in size, scope, and relevance to the proposed project performed within the last 3 years , (ii) history of meeting reporting requirements under federally funded agreements similar in size, scope, and relevance to the proposed project performed within the last 3 years and submitting acceptable final technical reports under these agreements, (iii) organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and (iv) staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project. Note: In evaluating applicants under this factor, the Agency will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). Applicants with no relevant or available past performance or reporting history (items i and ii above), will receive a neutral score for those elements of this factor.</p>	10
IV. Project Sustainability and Replication:		Total Points: 20
1.	The proposed project addresses how applicant will sustain successes in meeting goals, objectives, and environmental outcomes beyond the conclusion of the EPA assistance agreement, and how the impacted audience will sustain successes in achieving measurable outcomes beyond the conclusion of the EPA assistance agreement.	15
2.	The extent to which the proposed project demonstrates that activities are replicable.	5
V. Monitoring and Evaluating Environmental Results:		Total Points: 25
1.	The extent to which the proposed project specifies practical approaches to identify, measure, and evaluates programmatic outputs and environmental outcomes and identifies baseline(s) to measure them.	10
2.	The extent to which the proposed project describes their plan for tracking and measuring their progress towards achieving the expected outcomes and outputs identified. How well did proposed workplan describe in detail the evaluation plan and the method(s) to be used to attain data to support the project performance measures indicated?	10
3.	The extent to which the proposed project demonstrates that activities are replicable.	5

VI. Budget:		Total Points: 35
1.	The extent to which the proposed project budget is appropriate to accomplish the proposed goals, objectives, and measurable environmental outcomes. The budget also provides an approximation of the percentage of the budget designated for each major activity.	20
2.	The applicants will be evaluated based on the extent they demonstrate (i) how they will coordinate the use of EPA funding with other Federal and/or non Federal sources of funds to leverage additional resources to carry out the proposed project(s) and /or (ii) that EPA funding will compliment activities relevant to the proposed project(s) carried out by the applicant with other sources of funds or resources.	15

B. Review and Selection Process

The initial proposals will be evaluated by EPA staff and given a ranking score based on the above criteria that will total up to 200 points. The proposals will then be rank ordered based on their average numerical score received by all reviewers and submitted to the EPA's Regional Workgroup Co-chair(s) for the New Mexico-Texas-Chihuahua and Texas-Coahuila-Nuevo Leon-Tamaulipas Workgroups. They will develop the funding recommendations based on the review panel rankings. The Co-Chairs, and panelists will submit a final recommendation list to the Regional Administrator (RA). The final selection will be made by the Regional Administrator, EPA Region 6, based on the recommendations of the Co-Chairs, and Review panelist. In addition to the evaluation of proposals against the ranking criteria described above in Section V, Part A., the EPA selecting official may consider the following factors in making selection award decisions for all project grants: 1) Geographic distribution between the border regions of New Mexico-Texas-Chihuahua and Texas-Coahuila-Nuevo Leon-Tamaulipas; 2) The following Medias (air, water, waste, enforcement, emergency response, and environmental education. 3) Programmatic Priorities (The National Coordinators and Regional Workgroups have identified as priorities tires, and diesel reduction.)

C. Additional Information

Conflict of Interest: Review Panelists will be required to sign a disclosure of conflict of interest form and will be removed from review of proposals where real or potential conflict of interest exists and cannot be mitigated.

Selected organizations will be notified and requested to submit a full application.

VI. Award Administration

A. Award Notices

Border 2012 Program will notify both successful and unsuccessful applicant(s) in writing and electronic mail. Initial proposals that are selected for continuance in the process will be sent an application kit for funding. These recipients will be invited to submit a detailed work plan and the

completed application for funding. **Receipt of an application kit is not a guarantee of funding.** Deadlines must be met and the work plan must be approved by the EPA Project Officer for possible funding to occur.

B. Administrative and National Policy Requirements

- Regulations governing the award and administration of grants are as follows: 40 CFR part 30 (for institutions of higher learning, hospitals, and other non-profit organizations) and 40 CFR part (for States, local governments, and interstate agencies).
- All costs incurred under this program must be allowable under the applicable OMB Cost Circulars. Copies of the circulars can be found at:
<http://www.whitehouse.gov/omb/circulars>.

C. Programmatic Terms and Conditions

- **Quality Assurance Project Plans (QAPP)** – Quality assurance is sometimes applicable to assistance projects (see 40 CFR 30.54 and 40 CFR 31.45). Quality assurance requirements apply to the collection of environmental data. Environmental data are any measurements or information that describe environmental processes, location, or conditions; ecological or health effects and consequences; or the performance of environmental technology. Environmental data include information collected directly from measurements, produced from models, and compiled from other sources, such as databases or literature. Once the award is made, if a QAPP is required for the project, the applicant will have to draft a QAPP prior to beginning work on the project. You must reserve time and financial resources in the beginning of your project in order to prepare your QAPP and include the cost for developing your QAPP in your Detailed Budget. Selected applicants cannot begin data collection until EPA approves the QAPP. Project Status Reports and Financial Status Reports will be required. Project Status Reports should describe project activities and provide the EPA Project Officer with information about project development. The Financial Status Report must accurately account for all federal funds expended and identify appropriate use of federal funds.

D. Reporting Requirement.

- When possible, grantee must share information of their progress at appropriate Border 2012 Task Force meetings and at appropriate Border 2012 Regional Workgroup meetings, or send such information to the Co-Leaders of such Task Force(s).
- **Quarterly Progress Reports** – The Project Manager will be required to submit quarterly reports to update the Project Officer on the project's progress. Quarterly reports summarizing technical progress, planned activities for next quarter and summary of expenditures are required. Applicants are further required to make a commitment to share all data collected with EPA for assessment on a regional level.
- **Final Report Requirement** - The Project Manager will be required to submit a detailed final. The Final report shall be completed within 90 calendar days of the completion of the project period. The final report should encompass a complete overview/summary of all of

the activities conducted within the grant project period; including any and all data results as well as a justification for impediments should be addressed. The schedule for submission of quarterly reports will be established by EPA, after applicant has been approved for an award.

While the Agency will negotiate precise terms and conditions relating to substantial involvement as part of the award process, EPA will not select employees or contractors employed by the recipient(s) and the final decision on the content of reports rests with the recipient(s).

E. Disputes

Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) which can be found at: <http://www.epa.gov/fedrgstr/EPA-ENERAL/2005/January/Day26/g1371.htm>. Copies of these procedures may also be requested by contacting the Agency Contact listed in Section VII.

F. Non-profit Award Administrative Capability

Non-profit applicants that are recommended for funding under this announcement are subject to pre-award administrative capability reviews consistent with Section 8b, 8c, and 9d of EPA Order 5700.8 – Policy on Assessing Capabilities of Non-Profit Applicants for Managing Assistance Awards (http://www.epa.gov/ogd/grants/award/5700_8.pdf). In addition, non-profit applicants that qualify for funding may, depending on the size of the award, be required to fill out and submit to the Grants Management Office the Administrative Capabilities Form with supporting documents contained in Appendix A of EPA Order 5700.8

G. Copyrights

EPA reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for Federal Government purposes in accordance with 40 CFR 31.34: (a) The copyright in any work developed under a grant, subgrant, or contract under a grant or subgrant; and (b) Any rights of copyright to which a grantee, subgrantee or a contractor purchases ownership with a grant support.

VII. Agency Contacts

Terrie Wright
U.S. Environmental Protection Agency (6PD-O)
1445 Ross Ave., Suite 1200
Dallas, TX 75202
(214) 665-8453
(214) 665-7263 fax
or e-mail at wright.terrie@epa.gov

VIII. Other Information

A. Previous Border Grant Program:

This grant program is an on-going program with the latest solicitation occurring in December 2004. A summary of grants selected for that program are listed below in Table 1.

Table 1
Region 6 Border Grants Awarded in 2005

Grantee	Grant Title
Texas Watch Texas State University - San Marcos	"Dos Laredos": Integrating Monitoring, Watershed Education, and Litter Cleanup
Aquatic Resources Texas State University - San Marcos	Development of a Transboundary Diagnostic Analysis Framework for the Sustainable Use of the Rio Grande/Rio Bravo and its Resources
Center for Environmental Resource Management University of Texas at El Paso	"Agua para Beber: Promoting basic hygiene education to improve health"
Texas Cooperative Extension	Chemical and Microbial Impact of Wastewater from Drains and Canals on Water Quality of the Rio Grande River
Department of Chemical Engineering UT Austin	Implementation of Venting and Flaring Best Practices to Reduce Air Toxics Emissions from Mexican Oil Exploration, Production, and Refining
Public Works City of Eagle Pass, Texas	Eagle Pass-Piedras Negras Joint Scrap Tire Project
School of Public Affairs UT Austin	Waste Tire Inventory Methodology Development
Nueces River Authority	Development of a Regional Solid Waste Management Implementation Plan for Uvalde and Real Counties
Department of Environmental and Civil Engineering Texas A&M University - Kingsville	Waste Tire Reuse Technology for Highway Construction Applications
Doña Ana County Environmental Service	Reducing Solid Waste Illegal Dumping in the Border Community Using GPS Mapping and GIS Analysis
New Mexico State University	Bi-national Community Action for Environmental Cleanup and Education as a Preventative Measure for West Nile Virus and Dengue Fever
City of Laredo, Texas Health Department	Building Binational Environmental Health Professional Capacity
Department of Environmental and Occupational Health Texas A&M System Health Science Center	Childhood Exposure and Susceptibility to Pesticides in the Texas-Mexico Border Region
Migrant Health Promotion	<i>Saliendo Adelante</i>
Laredo, Texas Fire Department	Joint Hazardous Material Educational Initiative
Environmental Education Exchange	Internet Database for Environmental Educators of the Border (www.bordereeweb.net)
Environmental Law Institute	Community Environmental Law Initiative: Citizen Enforcement in the U.S.-Mexico Border Region
El Paso Hispanic Chamber of Commerce	International Small Business Environmental Education & Voluntary Compliance Program
The FEMAP Foundation	Bio-diesel: Feasibility of Developing and Market for Waste Grease as a Diesel Fuel Alternative

* Project Funding is Pending Final Review of Proposal and Approval by EPA

B. Applicable Regulations

Applicable Regulations and Circulars

State, local, and tribal governments will follow: 40 Code of Federal Regulation (CFR), Part 31 and Office of Management and Budget (OMB) Circular A-87.

Institutions of Higher Education and Non-Profits: 40 Code of Federal Regulation (CFR), Part 30, and Office of Management and Budget (OMB) Circulars A-21 and A-110.

C. Web Resources

A complete description of the U.S. Mexico Border 2012 Program can be found at <http://www.epa.gov/usmexicoborder>.

D. EPA Obligations

EPA is not obligated to make any award as a result of this announcement. EPA is not obligated to make awards for the amount of indicated funding.

Why Measure?

Measurement determines if a project is achieving program results and ensures resources are being used wisely. Measurement shows the effects of your project on your community and the environment. Congress requires EPA to provide detailed information on environmental results attributable to EPA programs and grants. EPA has identified three types of measures to gauge the success of a project. These measures include activities, outcomes, and impacts. Competitive proposals may address measurement results through all three types of measurement.

How do I Measure the Right Thing?

The key to measurement is that measurements only have meaning in relation to the question(s) they seek to answer. It is vital to have a clear picture of the objectives and goals of the project before any measurement activity takes place. Ask yourself a few key questions when determining what to measure:

- What are the specific issues to be addressed through this project?
- What do I already know about these issues?
- How will I know if I have achieved my goals?
- How will I know if my program is having an impact?

Once you answer these types of questions, you are ready to determine how to gather your data.

When do I Measure?

Measurement is most helpful at key stages of a project's life span: project planning, project implementation, and project completion.

Planning stage: Baseline information is gathered, objectives are established, and the audience of the project is characterized.

Implementation stage: Progress is tracked to determine if mid-course correction of the project is necessary. Milestones are examined.

Completion stage: Determine if goals were achieved, what worked well, next steps, and future modifications.

Why do I need to Gather baseline data?

Without gathering preliminary data on current conditions, it is impossible to see any distinct change or to determine if any results were made specifically as a result of the project. Baseline data describes the existing situation, provides relevance to the data you collect, and allows comparisons to be done before and after a project to determine its successes and failures.

What will this cost?

Generally, between 5% – 15% of your total budget should be allocated to pay for measurement. These costs should not be included as a line item in your budget projections but should be reflected in your workplan.

Attachment 1: Instructions for Grants.gov Electronic Applications

General Application Instructions

The electronic submission of your application must be made by an official representative of your institution who is registered with Grants.gov and is authorized to sign applications for Federal assistance. For more information, go to <http://www.grants.gov> and click on “Get Started,” and then click on “For AORs” (Authorized Organization Representative) on the left side of the page. *Note that the registration process may take a week or longer to complete.* If your organization is not currently registered with Grants.gov, please encourage your office to designate an AOR and ask that individual to begin the registration process as soon as possible.

To begin the application process for this grant program, go to <http://www.grants.gov> and click on “Apply for Grants” tab at the top of the page. Then click on “Apply Step 1: Download a Grant Application Package and Application Instructions” to download the PureEdge viewer and obtain the application package (https://apply.grants.gov/forms_apps_idx.html). To download the PureEdge viewer click on the “PureEdge Viewer” link. Once you have downloaded the viewer, you may retrieve the application package by entering the Funding Opportunity Number, EPA-Reg6-USMB2012-2006 or the CFDA number (66.931) in the space provided. Then complete and submit the application package as indicated. You may also be able to access the application package by clicking on the button “How To Apply” at the top right of the synopsis page for this announcement on <http://www.grants.gov> (to find the synopsis page go to <http://www.grants.gov> and click on the “Find Grant Opportunities” button on the top of the page and then go to EPA opportunities).

You may access the solicitation on EPA’s web site http://www.epa.gov/region8/community_resources/grants/rfp.html or on the Grants.gov web site.

Proposal/Application Submission Deadline: Your organization’s AOR must submit your complete proposal package as described below electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than **5:00 p.m. on November 20,2006.**

Proposal Materials

The following forms and documents are required to be submitted under this announcement:

For the “proposal submission” phase of this competition, applicants must submit the application materials described below:

I. Standard Form (SF) 424, Application for Federal Assistance

Complete the form. There are no attachments. Please be sure to include organization fax number and email address in Block 5 of the Standard Form SF 424.

Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the SF-424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711.

II. Project Proposal

This is the project proposal and must contain the information and meet the proposal format and content requirements specified in Section IV.A of the solicitation.

Proposal Preparation and Submission Instructions

Document I listed under Application Materials above should appear in the “Mandatory Documents” box on the Grants.gov Grant Application Package page.

For document I, click on the appropriate form and then click “Open Form” below the box. The fields that must be completed will be highlighted in yellow. Optional fields and completed fields will be displayed in white. If you enter an invalid response or incomplete information in a field, you will receive an error message. When you have finished filling out each form, click “Save.” When you return to the electronic Grant Application Package page, click on the form you just completed, and then click on the box that says, “Move Form to Submission List.” This action will move the document over to the box that says, “Mandatory Completed Documents for Submission.”

For document II, you will need to attach electronic files containing the proposal information required by Section IV.A of the announcement and save the document to your computer as an MS Word, PDF, or WordPerfect file. When you are ready to attach your proposal to the application package, click on “Project Narrative Attachment Form,” and open the form. Click “Add Mandatory Project Narrative File,” and then attach your proposal (previously saved to your computer) using the browse window that appears. You may then click “View Mandatory Project Narrative File” to view it. Enter a brief descriptive title of your project in the space beside “Mandatory Project Narrative File Filename;” the file name should be no more than 40 characters long. If there other attachments that you would like to submit to accompany your proposal, you may click “Add Optional Project Narrative File” and proceed as before. When you have finished attaching the necessary documents, click “Close Form.” When you return to the “Grant Application Package” page, select the “Project Narrative Attachment Form” and click “Move Form to Submission List.” The form should now appear in the box that says, “Mandatory Completed Documents for Submission.”

Once you have finished filling out all of the forms/attachments and they appear in one of the “Completed Documents for Submission” boxes, click the “Save” button that appears at the top of the Web page. It is suggested that you save the document a second time, using a different name, since this will make it easier to submit an amended package later if necessary. Please use the following format when saving your file: “Applicant Name – FY06 R6 USMB2012 – 1st Submission” or “Applicant Name – FY06 R6 USMB2012 – Back-up Submission.” If it becomes necessary to submit an amended package at a later date, then the name of the 2nd submission should be changed to “Applicant Name – FY06 R8 USMB2012 – 2nd Submission.”

Once your application package has been completed and saved, send it to your AOR for submission to U.S. EPA through Grants.gov. Please advise your AOR to close all other software programs before attempting to submit the application package through Grants.gov.

In the “Application Filing Name” box, your AOR should enter your organization’s name (abbreviate where possible), the fiscal year (e.g., FY06), and the grant category (e.g., R6

USMB2012). The filing name should not exceed 40 characters. From the “Grant Application Package” page, your AOR may submit the application package by clicking the “Submit” button that appears at the top of the page. The AOR will then be asked to verify the agency and funding opportunity number for which the application package is being submitted. If problems are encountered during the submission process, the AOR should reboot his/her computer before trying to submit the application package again. [It may be necessary to turn off the computer (not just restart it) before attempting to submit the package again.] If the AOR continues to experience submission problems, he/she may contact Grants.gov for assistance by phone at 1-800-518-4726 or email at support@grants.gov. OR contact Terrie Wright at wright.terrie@epa.gov.

If you have not received a confirmation of receipt from EPA (*not from support@grant.gov*) within 10 days of the proposal deadline, please contact Terrie Wright at wright.terrie@epa.gov. Failure to do so may result in your application not being reviewed.